

**Worksite Safety, Security, and Sanitation Audit**  
**North Carolina Department of Transportation, Division of Highways**  
**Transportation Mobility and Safety Division**

Revised 3-10-12

**Scheduled:** ☐  
**Unscheduled:** ☐

County and Location: \_\_\_\_\_ Division: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ ( AM or PM ) No. of Persons: \_\_\_\_\_

Unit/Section: \_\_\_\_\_

Persons Present (names): \_\_\_\_\_

**1. Work Activity (check all that apply)**

(codes correspond to [Workplace Safety Manual](#) safe operating procedures)

- ☐ Accident and Injury Response (10-1)
- ☐ Electrical Installation/Repairs (11A-4)
- ☐ Equipment Mounting and Dismounting (10-5)
- ☐ Field Surveying (11B-35)
- ☐ Hand Removal of Vegetation (11B-42)
- ☐ Hand Tools, Power and Manual (12B-13)
- ☐ Hazardous Materials (10-10)
- ☐ Horizontal Curve Data Collection (TEPPL W-32)
- ☐ Ladder (12B-15)
- ☐ Lifting (10-13)
- ☐ Loading/Unloading Freight (11A-13)
- ☐ Lockout/Tagout (11E-8)
- ☐ Roadway Inspection (11B-69)
- ☐ Traffic Signal Installation/Maintenance (11B-82)
- ☐ Traffic Survey Equipment/Maintenance (11B-83)
- ☐ Trailers and Towed Equipment (12B-30)
- ☐ Truck, Aerial Device (12A-26)
- ☐ Utility Make-Ready Field Investigations (TEPPL W-32)
- ☐ Vehicle Operation (10-19)
- ☐ Work Zone Safety/Traffic Control (10-21)
- ☐ Working Near Overhead High-Voltage Lines (10-22)
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

**2. Personal Protective Equipment (PPE)**

- a. Safety vests
- b. Head protection
- c. Hand protection
- d. Foot protection
- e. Hearing protection
- f. Eye protection
- g. Insect and tick protection (check expiration date)
- h. Poisonous plant protection (check expiration date)
- i. Sun protection (hat, sunscreen, etc.)
- j. Elevated Protection (harness/lanyard)
- k. Seat belts
- l. Other: \_\_\_\_\_
- m. Other: \_\_\_\_\_

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**3. General Equipment**

- a. Back-up alarms
- b. Strobe Lights, light bars, portable beacons
- c. Equipment and hand tool condition
- d. Equipment and hand tool storage
- e. Warning signs
- f. Cones
- g. Extinguishers - charged and inspected
- h. Extinguishers - conspicuous and accessible
- i. Equipment is grounded (where appropriate)
- j. Other: \_\_\_\_\_
- k. Other: \_\_\_\_\_

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**4. Other/Miscellaneous**

- a. Tailgate safety meeting
- b. Spotters
- c. Visibility
- d. Lighting - ambient
- e. Lighting - artificial
- f. Other: \_\_\_\_\_
- g. Other: \_\_\_\_\_
- h. Other: \_\_\_\_\_

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**5. Health and First Aid**

- a. First aid kit - conspicuous and accessible
- b. First aid kit - fully stocked
- c. First aid kit - expiration dates not reached
- d. Hazardous materials - identified/stored
- e. Potable water
- f. Bathroom facilities
- g. Breaks (frequency, duration, etc.)
- h. Other: \_\_\_\_\_
- i. Other: \_\_\_\_\_

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S - satisfactory  
U - unsatisfactory  
NA - not applicable/not necessary

Discrepancies:

Item	Comments and/or Corrective Action	Abatement Dates	
		Target Date	Date Corrected

General Comments:

Audited by: \_\_\_\_\_

Signature: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Copies to: Supervisor, Section Head, Unit Head, and Branch Safety Officer